



# City of Belmont

## Grading Permit

Application Number \_\_\_\_\_

Please read the directions on the back of this form

### Site Location

### Purpose of Grading

### Applicant

### Phone

City

State

Zip

### Owner

### Phone

City

State

Zip

### Material Graded

Cut \_\_\_\_\_ Yards

Fill \_\_\_\_\_ Yards

Total \_\_\_\_\_ Yards

Fee \$ \_\_\_\_\_

### Working Requirements (Belmont City Code Sec. 9-32)

(To be paid at Community Development)

Authorized Grading Days: Monday through Friday

Authorized Grading Hours: 8 a.m. to 5 p.m.

Authorized Grading Season: April 15 to November 15

### Permit Revocation

Any permit granted hereunder may be revoked or suspended by the City Manager, Building Official, Director of Public Works, or Police Chief for failure to comply with any of the terms of this permit, by mailing notice in writing to the permittee at the address shown in the application or by personal service of such written notification upon permittee. The revocation or suspension shall be effective upon the mailing of the foresaid written notice or personal service of the same. In the event that any grading for which a permit has been granted hereunder is not commenced within the period specified in the permit or in the event that such grading is not completed within the number of days allowed for grading such permit shall automatically expire without notice and no further grading shall be made; however, the conditions expressed in such permit shall remain binding upon the person to whom such permit was issued and all legal and equitable remedies shall be available against him/her for any breach thereof. The granting of this permit shall not be deemed to authorize the doing or omission of any act contrary to any term, or provision of this permit or any other ordinance or license of this city or without any license or permit otherwise required by

such term, provision, ordinance or license. The applicant shall also deposit with the director of public services an executed release in which the applicant acknowledges all conditions of approval and that the applicant indemnifies and holds the city harmless from any and all claims or causes of action arising either directly or indirectly from the operations of the applicant or any person acting in or on behalf of the applicant in carrying out the operation connected directly or indirectly with the grading for which a permit was issued. (Per Belmont City Code Sec. 9-55)

Applicant \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Surety / Bond (Belmont City Code Sec. 9-54)

Amount \$ \_\_\_\_\_

Cash / Pledge of Deposit (Belmont City Code Sec. 9-54)

Amount \$ 500.00

### Insurance Carrier

Public Liability Amount \$ \_\_\_\_\_ Verified Yes \_\_\_\_\_ No \_\_\_\_\_

Accidental Death Amount \$ \_\_\_\_\_ Verified Yes \_\_\_\_\_ No \_\_\_\_\_

Property Damage Amount \$ \_\_\_\_\_ Verified Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Requirements \_\_\_\_\_

### Authorization To Issue Permit:

Building Official \_\_\_\_\_ Date \_\_\_\_\_

A signature above indicates that all Building Division conditions have been met and that the Grading Permit is approved for release.

### Permit Issuance:

Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

A signature above indicates that the permit is issued. (Per Belmont City Code Sec. 9-27, 9-28 and 9-29)

### Job Final:

Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

A signature above is a declaration that the project was completed in accordance with all plans, codes and ordinances and authorizes the release of the Grading bond.

### **Applicant's Instructions**

- 1) Fill in all line items in the box on the Grading Permit
- 2) After you receive the first plan check comments, call the Public Works Department at (650) 595-7427 and determine the insurance and bonding requirements
- 3) When the Grading Permit is ready for issuance, it will be signed by the Building Official. You are required to take the Grading Permit to the Public Works Department and provide the following:
  - a) Proof of Insurance
  - b) Bond
  - c) A check for \$500 made out to "The City of Belmont"

### **Staff Instructions**

Building Division staff to route all documentation to the Public Works Department. After all departments have approved the plans, the Building Official will sign the "Authorization to Issue Permit" and instruct the applicant to proceed to the Public Works Department.

Public Works staff to send a hard copy of the Grading Permit to the Building Division after Grading Permit issuance.

Public Works to forward all grading documentation to the Building Division so that the grading documentation can be incorporated and stored in the job file.

Public Works staff to send a copy of the Grading Permit to the Finance Department after all work under this Grading Permit has been completed, all documentation received and when the bond has been released.

### **Grading Permit Fees**

Cubic Yards:	Fee:
50– 6,000 CY	\$232
plus \$2.00/CY over 50 CY plus \$1.50/cy over 6,000 CY	
6000+CY	\$12,557 plus \$1.50/CY over 6000 CY

### **Inspections § 9-31 (a) – (c) Belmont City Code**

1. *Initial.* Before grading commences and after construction stakes have been set.
2. *Rough grading:* When all rough grading has been completed.
3. *Final:* When all work has been completed and final report has been submitted, including:
  - (1) As-graded plan prepared by a registered civil engineer.
  - (2) Any required soil grading report prepared by licensed geotechnical engineer.
  - (3) Any required geologic grading report prepared by a certified engineering geologist.
  - (4) Any required report prepared by a certified arborist.

NOTE: Tree protection measures must be inspected prior to any grading. Please contact the City Arborist.

